POST PRODUCTION

Studio Access Training

This checklists consists of the universal skills that are required for makers to have proficiency and confidence using the equipment at Spudnik Press Cooperative, as well as procedures that may be unique to Spudnik Press Cooperative.

**Triumph Guillotine:**
- Jogging paper
- Calibrating digital guide
- Knowledge of limitations (No book board; short stacks)
- Engaging clamp and safety guard
- Adjusting blade depth
- Assessing accuracy of cut

**Challenge Guillotine:**
- Jogging paper
- Adjusting, locking, and unlocking backstop
- Measuring and adjusting for an accurate square cut
- Use of scrap paper and board to protect job sheets
- Engaging the clamp
- Proper handling of the blade lever
- Assessing accuracy of cut

**Copy Stand & Digital SLR:**
- Installing camera or cellphone holder
- Proper placement of lights
- Adjusting tripod
- Tethering with Lightroom Classic

**General Tools:**
- Long-range staplers
- Laminator
- Sewing machine
  - threading machine
  - changing bobbin
  - adjusting tension
- Corner rounder
  - changing dies
- Spiral binders
  - Adjusting depth of holes
  - Inserting spines
- Thermal binder
  - Scoring covers
  - adding glue strips

**Spudnik Procedures and Guideline:**
- Code of Conduct
- Studio Access & Membership Programs
- Studio reservation and cancelation policies
- Cleaning and organizing of work spaces
- Drying rack use and etiquette
- Open Studio flat file drawer use and etiquette
- Rag use and organization
- Resale availability and pricing
- Tool check-out
- Locations of first aid kit

I have sucessfully demonsttrted the above skills and am authorized to print independantly at Spudnik Press Cooperative.

Signature: ___________________________ Date: _____ / _____ / __________

Name: ___________________________ Staff Name: ___________________________

(please print legibly)

Process by _____________ on: ___/___/___

**Included Authorizations:**
- Electric Guillotine
- Manuel Guillotine

**Additional Authorizations:**
- Compressor & Airbrush
- Letterpress Printing
- Vandercook # 4
- Vandercook SP-25
- Line-O-Scribe Press
- Pilot & Pearl Presses
- C&P (motorized)